

SECRET

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10 May 1956

MEMORANDUM FOR: Project Director of Operations  
Project Director of Material  
Project Contracting Officer  
Project Surgeon

SUBJECT : Coordination on Project Meetings

1. Your attention is invited to Administrative Memorandum No. 29, dated 15 January 1956, subject: "Coordination on Project Meetings, Conferences and Briefings".

2. Subject memorandum provides that the Project Director of Administration shall be the focal point for information concerning all Project conferences, meetings and briefings in which Project personnel meet with personnel outside of the Project - both in Washington and elsewhere. It has long been felt a real need exists for informing other Project personnel when meetings will be held with supplier personnel, officials of other Government agencies, etc. For this purpose a Log will be maintained on the "reading desk" in the Office of the Project Director of Administration and each individual arranging such meetings or briefings will be required to note in this Log the location, date, time, subject, and those individuals expected to attend.

3. It is requested that you take immediate steps to bring the contents of this memorandum to the attention of personnel under your supervision.

JAMES A. CUNNINGHAM, JR.  
Director of Administration

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JACK A. GIBBS  
Colonel, USAF  
Deputy Project Director